

# **Policy Statement 2023-2024**

New Mexico  
Joint Apprenticeship & Training  
Committee for the Electrical Industry



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# BASIC PRINCIPLES

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In order that the New Mexico Joint Apprenticeship and Training Committee (JATC) may fulfill its obligations and responsibilities of providing a sound and progressive Apprentice and training program as defined in the Bargaining Agreement between Local Union 611, I.B.E.W., and the New Mexico Chapter NECA, and further defined in the Standards of Apprenticeship and Training, this Statement of Policy, as revised, is herein adopted this July 19, 1989.

**The JATC recognizes the sacrifices and efforts necessary to successfully participate in this training program, but also realizes that the rules must be carefully observed in order for the program to be a success. Keep in mind that the purpose of this apprenticeship training is to make you, the apprentice, into a well-trained, skilled craftsman, however your future depends entirely on your own efforts put forth while in the training program.**

The Training Director shall act under the direction of the JATC in the administration of all Statements of Policy, and they shall conduct all business of the JATC's Office as directed.

The JATC shall be made aware of any disciplinary or scholastic problems of the apprentice as soon as they are detected. The prime source of detection shall be through progress reports and/or school records. If deemed necessary, the apprentice shall be directed to appear before the JATC to discuss any problems.

## I SELECTION OF APPRENTICES

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- A. The Training Director shall review all applications and shall verify any questionable or doubtful application for the minimum requirements. Approved applications shall be submitted to the committee by the Training Director.
- B. The director shall select for interview, applicants who meet the minimum requirements as set forth in the training standards.
- C. After each interview, applicants shall be graded in accordance with the adopted selection procedure.
- D. Final selection of apprentices shall be in accordance with the selection procedure.

## II ASSIGNMENT OF APPRENTICES

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- A. The Training Director shall act for and under the policy of the committee in the administration of these procedures.
- B. Apprentice transfers and training assignments shall be made by the Training Director. A copy shall be sent to the local union office and the NECA office.
- C. Assignment of apprentices by the Training Director shall be based upon the employer's request and the training needs of the available apprentices and may be anywhere in the jurisdiction of the I.B.E.W. Local Union Number 611. Any apprentice refusing a training assignment shall have a one-month delay in the next advancement; an apprentice refusing a second training assignment shall have a conference with the committee before his/her next training assignment and may be suspended or canceled from the program. Any apprentice, who takes a training assignment and does not report, or reports and then declines, shall be required to see the committee. Any Apprentice who is not available by telephone or E-mail while out of work, at the discretion of the Training Director, may be required to see the committee before being given another training assignment.
- D. Work shall be provided for an apprentice when work is available, and in *NO* case shall the JATC be held responsible for placement of an apprentice when work is not available.
- E. To insure diversity of training or work opportunities, apprentices may be rotated by the Training Director.
- F. Apprentices, when unemployed, shall report their status to the Training Director immediately. If the Training Director is not contacted within five (5) days the apprentice shall be considered self-terminated from the program. The apprentice shall sign the JATC's register and their name shall be entered on the apprentice training assignment list. They shall be referred in their proper order, recognizing the appropriate work experience needs.
- G. When an apprentice is signing the out of work list, they shall be allowed to take five (5) working days off for vacation. This request shall only be valid if requested the day of the layoff or the next working day after being laid off, Saturday and Sunday not included.
- H. No apprentice shall quit a job without obtaining permission from the Training Director. If an apprentice quits a job without first obtaining permission from the Training Director, the apprentice shall not be assigned to another employer until after consultation with the committee at their next regular meeting. Additionally, the apprentice is subject to suspension from the training and risks the possibility of having the Apprentice Agreement canceled.

- I. Should an employer have difficulty with an apprentice, they should notify the Training Director immediately. The Training Director and employer shall endeavor to resolve the difficulty prior to the discharge of the apprentice. If the Training Director and employer do not resolve the problem after all efforts are made, the employer, before discharging the apprentice, should notify the Training Director immediately and provide the applicable records involving the discharge, including but not limited to, the progression of discipline and attendance records.
- J. When an apprentice is terminated by a contractor for “cause,” the apprentice shall not be assigned to another employer until after consultation with the committee at their next regular meeting.
- K. An apprentice who is terminated for “cause” shall contact the Training Director immediately.
- L. When an apprentice is terminated for “cause” by an employer twice, the apprentice may be suspended or canceled from the Training Program.
- M. No apprentice is allowed to furlough until they contact the Training Director.

### III PERIODIC ADVANCEMENT OF APPRENTICES

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- A. Apprentices shall be eligible for advancement providing the following requirements are met:
  - 1. First year apprentices shall complete two (2) periods of 1000 hours each for 2000 hours of Approved Employment (OJT). Second year through fifth year apprentices shall complete 1500 hours of Approved Employment (OJT) each year.
  - 2. Satisfactory attendance at school as established by the committee.
  - 3. Satisfactory employer records.
  - 4. Satisfactory grade average at school.
  - 5. Work reports are due online through Tradeschool on the last day of each month. A ten-day grace period shall be allowed. Apprentices shall log and submit work report showing total number of hours and date. Reports submitted after the tenth day of the following month shall be cause for a one-month delay in the next advancement, for every month late. Reports submitted after the 28th *shall not* be accepted. Every time an apprentice is late, 40 hours shall be deducted from his/her total. If an apprentice is late 5 times with their work reports that

apprentice shall be required to see the Committee. If an apprentice has been penalized 400 hours or more, they may be suspended or canceled from the program. (Accumulation of late hours is for all time spent in the program.)

Hours can only be turned in one way\*\*

Online through Tradeschool

<https://secure.tradeschoolinc.com/v5/nmjatc-org/login/index.php>

This is the only way to submit work reports. You can find the link at [www.nmjatc.org/apprentices](http://www.nmjatc.org/apprentices) and click on TradeSchool.

6. If you are receiving VA benefits you will still need to email your paystubs and claim form to [hours@nmjatc.org](mailto:hours@nmjatc.org) and log your report online.
  7. First year through fourth year shall each year pass a hands-on skill assessment as given by the JATC with a score of 80% or better. If the apprentice fails the test their advancement shall be delayed by three months. At that time the test shall be retaken. If not passed at the second attempt the apprentice shall be delayed three months and retake the test at that time. The apprentice may be terminated from the program if the test is failed more than twice.  
Fifth year apprentices shall take and pass the journey-worker assessment test with a score of 85% or better. If the apprentice does not achieve the required score the advancement to JW shall be delayed three months, at which time the assessment shall be retaken. If a qualifying score is not achieved on that attempt the apprentice shall be delayed three months in advancement and the assessment retaken. If the apprentice does not achieve 85% or better after three attempts they may be directed to the CE program at the level of the assessment. The assessment shall be counted as class time and maybe used as a make-up class.
- B. All apprentices are expected to apply themselves to their homework in order to be adequately prepared for each class. Unsatisfactory test grades may be cause for cancellation from the program.
- C. All apprentices are required to maintain a grade average of 80% or better in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> years. An unsatisfactory average for these school years may be cause for cancellation as determined by the committee. Any apprentice scoring below 70% on a test may be required to see the committee at their next regularly scheduled meeting. Any apprentice that does not have a grade average of 80% or more will be highly recommended to attend a tutor class. Tutoring is available all year round and shall be scheduled with the Director/Assistant Director. Attendance shall be mandatory when scheduled. If the apprentice fails to attend the tutoring class after it has been scheduled, the shall be required to pay the tutor fee of \$40. The apprentice shall have four tests to bring their average to 80% or more or may be dropped from the program.

- D. If a student misses a test night or day, they shall be required to take a different test of which the highest grade they would be eligible to receive is 80%. Each of the above requirements shall be checked prior to each advancement. Deficiency in any one or more of these requirements shall cause an appropriate deferment of the advancement date.
- E. Any apprentice held back at re-evaluation, who is drawing benefits from the Veterans Administration, shall lose those benefits for the time the apprentice is held back. (This is a Veterans Administration ruling).

## IV PROBATIONARY PERIOD

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- A. For the first 2000 hours, approximately one year of employment, the apprentices shall be on probation. During this period, the Apprenticeship Agreement may be canceled by the committee without a hearing. The Registration Agency shall be duly notified of such cancellation. Violation of these policies shall be cause for cancellation.
- B. During the probationary period, the committee and the Training Director shall make a thorough review of the apprentice's ability and development. Action shall be taken on each probationary apprentice to end his/her probation, or cancel their indenture. All interested parties shall be notified of such action.
- C. Before advancement to next period, the apprentice may be placed on probation by the committee for violation of committee policy or rules and regulations.

## V COMPLETION OF APPRENTICESHIP

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- A. Each apprentice shall have 8000 hours minimum of on-the-job training and satisfactorily have completed the five (5) years 1100 hours minimum related training course, and obtained their journeyman license, to be eligible for a change of classification to journeyman.
- B. All fourth-Year apprentices shall have passed the State of New Mexico Electrical Test and have their State Electrical Journeyman Certificate before they will be eligible to be advanced to 6<sup>th</sup> period. Certificate numbers shall be turned in to the JATC office before advancement to 6<sup>th</sup> period. Any fifth-year apprentice who has not obtained their New Mexico State Journeyman License by the end of the first semester shall be suspended from their training assignment and school, and shall not be eligible to return until they bring in a copy of their New Mexico State Journeyman License. If the apprentice has not submitted a New Mexico State Journeyman License within one year from the time of suspension they shall be dropped from the program.

- C. Affidavits for the New Mexico State Journeyman License for apprentices shall not have a fee for the first one. Thereafter, there shall be a fifty-dollar (\$50.00) fee for any additional affidavit.

**Per the JATC Standards / Terms of Apprenticeship**

<b>Class Year</b>	<b>Period</b>	<b>OJT hours to Complete</b>	<b>* Wage Rate</b>	<b>Comments</b>
1st year	1st	<i>1,000 hours needed</i> 0 - 1,000 OJT hours total	45%	Probationary Period. Agreement may be canceled by the JATC Committee without a hearing
	2nd	<i>1,000 hours needed</i> 1,000 - 2,000 OJT hours total	50%	
2nd Year	3rd	<i>1,500 hours needed</i> 2,000 - 3,500 OJT hours total	55%	
3rd Year	4th	<i>1,500 hours needed</i> 3,500 - 5,000 OJT hours total	60%	
4th Year	5th	<i>1,500 hours needed</i> 5,000 - 6,500 OJT hours total	70%	Any 4th year student who has not obtained a New Mexico EE-98J Journeyman's license <b>shall not</b> advance to 6th period / 80% wages
5th Year	6th	<i>1,500 hours needed</i> 6,500 - 8,000 OJT hours total	80%	5th year Apprentice who does <b>not</b> have an EE-98J at the end of the 1st semester shall be suspended from work and school until it is obtained

\* The Wage rate is a percentage of Journeyman's wages per the current Collective Bargaining agreement

**Along with OJT hours, the following are also required in order to advance in Period and Wages:**

<ul style="list-style-type: none"> <li>- Satisfactory Attendance at school,</li> <li>- Satisfactory Grades (80% and above) at school</li> <li>- Satisfactory Employer employment records,</li> <li>- A passing grade on the yearly Hands-On assessment test is required. JW Assessment test is required for 5th Years</li> </ul>
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## VI APPRENTICE SCHOOL

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- A. The Training Director shall act for and under the policies of the committee in the administration of the apprenticeship school.
- B. Disciplinary problems shall be referred to the committee.
- C. Overtime work shall not exempt an apprentice from attending classes, completing home study assignments or maintaining passing grades on all tests.
- D. The online Learning Management System assignments made are considered homework and shall be completed before coming to the next class or the apprentice shall be sent home and be marked absent for that class.
- E. Each apprentice shall attend all required classes. All apprentices shall attend a math class and receive a passing grade average or they shall be dropped from the program. Attendance shall count the same as in regular classes.
  - 1. All absences shall be made up at a time and place specified by the Training Director. If an apprentice misses a class, it is counted as an absence. All absences shall be made up before the apprentice may be advanced.
  - 2. Class begins promptly at 4:00 P.M. Monday through Thursday, and 1:00 P.M. on Friday or as directed by the committee or the Training Director. Any apprentice arriving at school fifteen (15) minutes late or later shall be given an absence for the class. There will be no exceptions. The wall clock in the front entry at the JATC shall be the official clock. **Being tardy (3) Three times shall equal one (1) absence.**
  - 3. Any student leaving the class after it begins, for any reason within the first 15 mins shall be marked tardy for that class. After 15 mins, it shall be an absence.
  - 4. Any student disrupting the class may be dismissed by the instructor and shall appear before the committee. Any student having to be dismissed shall make up the class as an absence. The student shall not be allowed back in class until they have seen the committee.
  - 5. When an apprentice has a failing grade at re-evaluation, an appearance before the committee is required to explain and the apprentice shall not be advanced.

6. Excessive absences and being tardy from classes and work could be cause for cancellation from the program. There shall be five (5) make up classes per year as scheduled. If an apprentice finds it necessary to miss class more than twice, the apprentice shall notify the Training Director immediately.
7. Any student missing 4 or more classes in one (1) year shall be required to see the Committee and may be either dropped from the program or required to repeat the school year.
8. All apprentices with absences shall be charged a Forty Dollar (\$40.00) fee for make-up classes. Make ups shall be five (5) hours.
9. Apprentices are allowed to have food and drink in their classroom as long as the classroom remains clean (pick up after yourself). No food or drinks are allowed in the Labs, NO EXCEPTIONS.
10. Destruction of equipment shall be cause for cancellation from the program.  
Any apprentice caught kicking, pushing, pounding, tipping, nudging or moving the vending machines in any way shall be sent home and shall have to make up the class at the next available make up day at a cost of \$40.00.  
  
Any apprentice caught sitting on the tables, putting their feet on the walls, or marking on the walls shall be sent home and shall have to make the class up at the next available make up at a cost of \$40.00.
11. All tests and review times shall be at the discretion of the instructor.
12. All make-up tests shall be made up before the next class session. A score of "0" shall be given until the missed test is made up. Arrangements shall be made through your instructor to make up the test. If the test is not made up before the next class session, the apprentice may not attend class. Any person cheating on any test shall be dropped from the apprenticeship program.
13. There shall be no firearms allowed on the JATC property or any other property the JATC uses for classes. Any apprentice found with a firearm on the property shall be subject to discipline, up to and including being terminated from the program.
14. Any use of tobacco products must take place in the designated smoking area. Anyone caught smoking elsewhere shall not be allowed back in class until they meet with the committee at their next meeting. There shall be no food or drink allowed in the designated smoking areas. Any apprentice found with food or drink in the designated smoking area shall be sent home and marked absent.

15. No cellular phones usage shall be allowed in class.
16. Laptops/Tablets/Chromebooks or whatever is most compatible with the PTSI are required or in class and homework, no exceptions.
17. All cellular phones and PDAs shall be turned OFF during testing. If not, you shall be given a zero (0) for that test and be required to see the committee at their next regular meeting.
18. No sunflower seeds shall be allowed in any JATC building or any building used by the JATC.
19. Any apprentice that is required to see the JATC Committee three (3) times in a calendar year for violation of JATC Policies may be suspended from class and have to repeat the school year and shall not be advanced and may be suspended or cancelled from the program.

F. Books and lesson material for the apprentice.

1. The committee shall purchase all needed textbooks and lesson materials from the publishers.
2. All apprentices shall be required to pay for their registration in full. There will be no exceptions. All apprentices not paying shall not be admitted to class and may be suspended from the program.
3. Any additional cost for lost books and/or additional text books required, shall be the responsibility of the apprentice.
4. Once the apprentices purchase books, there shall be no refund of money. There will be no exceptions.
5. Apprentices upon completion of the five-year apprenticeship that have perfect attendance shall not be refunded any monies for cost of books.
6. All books for all five years shall be sold as sets - no exceptions.

## VII GENERAL

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- A. An apprentice shall not leave the jurisdiction unless given prior approval by the committee. Any apprentice leaving the jurisdiction without the approval of the committee may be subject to termination from the program. The Training Director shall coordinate such action with those involved in writing.
- B. Tools: New apprentices shall have the following minimum tools: (1) 8” side cutting pliers; (2) 8” channel lock or gas pliers; (1) 6’ wood ruler; (3) screwdrivers of common sizes; (1) claw hammer; (1) diagonal cutting pliers; (1) knife; (1) long nose pliers (1) hacksaw. A complete Journeyman Kit shall have been acquired by the end of the third year.
- C. The Joint Apprenticeship and Training Committee shall have the right to discipline an apprentice as it deems necessary.
- D. Apprentices shall remain in the school building during break time. There shall be no alcoholic beverages or illegal substances (such as drugs), permitted on JATC property or any other property used for classes. Violation shall be cause for an absence, and/or being expelled from the program.
- E. The Joint Apprenticeship and Training Committee and the Training Director shall select Instructors.
- F. An apprentice shall update their own contact information on their Tradeschool account and are solely responsible for keeping contact information current.
- G. An apprentice shall have and maintain a current New Mexico State driver’s license. The license must be valid. A restricted driver’s license, due to a DWI or multiple DWIs, is not a valid license for JATC purposes. Any apprentice while in the program that loses their license for any reason including DWI violations shall be suspended from the program.
- H. No apprentice shall be paid above the applicable wage scale as provided in the current labor agreement. Where violations of this policy occur, the apprentice shall be placed with another employer at the current wage rate.
- I. Disruptive behavior or unlawful conduct are not allowed on the job or on JATC property. Violations shall be cause for committee action. Fighting shall not be tolerated on the job or on JATC property and shall be cause for cancellation of the apprenticeship agreement.

## VIII DRUG SCREENING PROGRAM

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A. **PURPOSE:** The Joint Apprenticeship and Training Committee has a strong interest to provide a drug-free work and school environment that is safe and conducive to high standards for our apprentices. As part of these commitments, the Joint Apprenticeship and Training Committee has implemented this policy governing testing of apprentices, or applicants for employment, for certain drugs.

B. **DEFINITIONS:**

- **DRUG ABUSE:** Consumption of illegal drugs or controlled substances to the extent that the apprentice's conduct and performance in the training program is adversely affected, with evidence of impairment and a "positive" test result as defined below.
- **ILLEGAL DRUGS OR CONTROLLED SUBSTANCES:** Any substance identified by the U.S. Attorney General as a controlled substance. These include, but are not limited to: marijuana, narcotics (such as opium, heroin and cocaine), stimulants, depressants, LSD and mescaline.
- **ALCOHOL ABUSE:** Consumption of alcohol to the extent that the apprentice's conduct and performance in the training program is adversely affected with evidence of impairment, and/or blood alcohol level is .08 or higher.

C. **Policy:**

1. Substance abuse, whether drug or alcohol, is contrary to the policies of the JATC, and is grounds for denying an applicant entry into the JATC training program, as well as termination of an apprentice from the program.
2. Each applicant shall sign a consent form permitting a urinalysis of his/her urine for the purpose of screening for the presence of illegal drugs, controlled substances and alcohol. Failure to agree to this testing protocol shall eliminate the applicant from further participation in the program.
3. Applicants shall not be permitted to begin apprenticeship training until the drug screening has been completed.

4. The drug screening will analyze a urine specimen provided by the applicant. A result is considered positive only after a confirmatory test, by gas chromatography/mass spectrometry (GC/MS), has been performed on the specimen, and the Joint Apprenticeship and Training Committee has ruled out legitimate use of legal drugs.
5. A positive drug test result shall mean test levels on both the screening test and the confirmatory test are recognized as positive by the U.S. Department of Health and Human Services in its *Mandatory Guidelines for Federal Workplace Drug Testing Programs*, or in a subsequently issued rule or regulation issued by that agency.
6. An apprentice or applicant testing positive shall have the right to request the secured portion of his/her urine or blood sample independently re-tested by a SAMHSA Certified Laboratory of his/her choice and at his/her expense. The apprentice/applicant will need to bring a cashier's check, money order or credit card in the amount of two hundred dollars to the JATC office to start the process of the re-test. The JATC shall not accept personal checks or cash. If the independent re-test results are negative, the apprentice/applicant shall be allowed to be reconsidered for entrance into the program and be reimbursed for the cost of such independent test.
7. Refusal to take the tests, or confirmed positive test results, (i.e., the presence of drug metabolites, or blood alcohol tests above a specified level) may both be cause for denial of training to applicants. Applicants rejected, because of positive drug/alcohol tests, may be eligible to re-apply, provided they present evidence of enrollment and completion of a drug/alcohol rehabilitation program. Apprentices shall see the committee at the next regular scheduled meeting and may be suspended until completion of a drug/alcohol rehabilitation program or may be terminated from the program.
8. Test results shall be treated confidentially.
9. Applicants who failed to report to the designated Drug Screening Collection Site within twenty-four (24) hours shall not be eligible for the program.
10. As a term and condition of continued training, all apprentices may be subject to drug screening because of unusual behavior on JATC property. The JATC shall pay for the cost of this test.

## IX PERSONAL APPEARANCE AND SAFETY

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- A. The apprentice, while on the job, represents the employer, the Union and this Training Program to the public. With this in mind, the apprentice shall report to work in clean clothes and maintain a neat appearance.
- B. Due to the nature of the electrical industry, acquisition and use of safe work habits are of utmost importance and imperative for the apprentice's personal safety, as well as for that of the associated journeyman and other tradesmen on the job.
- C. The apprentice shall wear all safety clothing required and be physically and mentally alert at all times.
- D. Work attire and closed toed shoes shall be required in school for safety and lab purposes.
  - 1. **Safety glasses are REQUIRED at ALL TIMES in the lab.**
  - 2. **Failure to adhere to these rules will result in an apprentice being sent home without credit for the class**
- E. Apprentices Working on Energized Circuits Policy:

The current NFPA 70E Standards for Electrical Safety in the Workplace is the policy of the NMJATC. It is the expectation that all apprentices will receive on the job as well as classroom training in Electrical Safety-Related Work-practices and all aspects of the standard with the expectation to become a "qualified person" as defined in article 100 of the standard after completion of the apprenticeship.

It is the intent of this policy to eliminate the exposure of apprentices to the hazards related to working on or around energized circuits.

## X EXPULSION FROM THE APPRENTICESHIP PROGRAM

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Knowledgeable, dependable and safe craftsmen are of utmost importance in the Electrical Industry. With the above in mind, any continuous or deliberate violation of the policies adopted by the Joint Apprenticeship Committee shall be reason for cancellation of any Apprenticeship Agreement by the committee. Training assignments shall be directed by the Joint Apprenticeship and Training Committee and/or Training Director and may be anywhere in the jurisdiction of I.B.E.W. Local Union Number 611.

Individuals who have been suspended or terminated from apprenticeship shall not be assigned by the JATC in any capacity. Suspended or terminated apprentices are not eligible to participate in any related training activities and, as per the CBA, they are not eligible for any job assignments

under the CBA unless the JATC has determined that the individual is eligible for a change to another classification recognized in the CBA.

The Joint Apprenticeship and Training Committee reserves the right to change, alter, amend, and interpret this Policy. Whenever changes are made, the apprentices shall be notified in writing. Situations not covered in the Statements of Committee Policies shall be dealt with on an individual basis by the committee.

All wording appearing in the masculine gender shall include the feminine.

## **XI ADVICE FROM THE COMMITTEE**

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Your reputation will follow you the rest of your life, guard it cautiously. Acquire a good work record, dress neatly, have a good attitude, and be at work and school regularly, and on time.

*These policies replace the previous policies and are subject to revision by the committee with notice to the apprentice.*

**Revised 08/02/2023**



## **Apprentice Policy Acknowledgment**

I have read and understand the policies adopted by the Joint Apprenticeship and Training Committee, and I will abide by such policies approved and adopted by the Joint Apprenticeship and Training Committee July 27, 2023.

I hereby give permission to the Joint Apprenticeship and Training Committee for the Electrical Industry to review my records and release information contained in them when necessary concerning my apprenticeship.

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**(Print Your Name Here)**

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**(Sign Your Name Here)**

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**(LAST FOUR NUMBERS of Social Security Number)**

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**(Date)**

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**(Emergency contact name)**

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**(Emergency contact telephone number)**

## **JATC CONSENT AND RELEASE FORM**

I, \_\_\_\_\_, agree and consent to submit one or more of my urine specimens for drug and alcohol testing and analysis to a SAMHSA (formally NIDA) certified medical laboratory selected by the JATC. I also consent to the release of such tests to the Medical Review Officer of that selected laboratory. I further consent to the release of the results of such tests to the JATC. I fully understand that a positive test result or the refusal to consent to a test may adversely affect my participation or continued participation as an apprentice in the JATC, which in turn may adversely affect my employment. Except as stated, I freely and voluntarily give this consent and release.

\_\_\_\_\_  
(Print Your Name Here)

\_\_\_\_\_  
(Sign Your Name Here)

\_\_\_\_\_  
(LAST FOUR NUMBERS of Social Security Number)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witnessed by:)

\_\_\_\_\_  
(Date)

JATC 7/89  
REV: 08-02-23